

NATIONAL CREDIT UNION ADMINISTRATION
NCUA Form 5300 for Windows Credit Union Call Report
September 2005 Version 5.C Call Report Check List

Computer Requirements	To run the 5300 Call Report program, your computer should have at least 24 MB RAM for Windows 98 or 32 MB RAM for Windows NT 4.0, Windows 2000, Windows ME or Windows XP with 2 MB hard drive space and Microsoft Internet Explorer 5.5 SP 2 or higher (6.0). (See **Note below on Internet Explorer)
Installing the 5300 Call Report Program	<p>Do not install if the CD appears damaged. Please contact the NCUA Customer Service Center at 1-800-827-3255 or by email at ociocsdsk@ncua.gov for a replacement CD or to obtain software support. Additional information and the software installation file may be downloaded from www.ncua.gov/data/5300/5300.html.</p> <p>If your computer's operating system is either Windows 2000 or Windows XP, you may need administrator privileges to install the 5300 Call Report Program. If you do not have administrator privileges, please have your credit union's computer specialist/IT professional install the program for you.</p> <p>To install the program, insert the 5300 Call Report CD into the CD drive. After a few seconds the National Credit Union Administration Main Menu will appear. Click on the Install Call Report option and follow the prompts until the installation is complete. There are five additional menu option buttons: Call Report Files, Install Report of Officials, Report of Officials Files, Open Support Folder, and Contact Us. The Call Report Files option is a folder that contains: the 5300 Call Report Help/Instructions file, the Call Report form (PDF format), and this Checklist (PDF and Word format). The Report of Officials option installs the 2005 version. The Report of Officials Files option is a folder that contains a copy of the Report of Officials Help/Instructions file, and the Report of Officials form (PDF format). The Open Support Folder contains miscellaneous support files your computer may need to run the 5300 Call Report program including Internet Explorer 6 SP 1. Please contact the NCUA Customer Service Center for assistance. Contact Us has two options, a link to the NCUA Website and the NCUA Customer Service Center's email address.</p> <p>**Note: At a minimum, you must have Internet Explorer (IE) version 5.5 SP 2 or higher (e.g. IE 6 SP 1) on your computer to run the 5300 Call Report software. If IE 5.5 SP 2 or higher is not installed on your computer, we have included Microsoft IE version 6 SP 1 on the Call Report CD. If you prefer, you may download the latest version from Microsoft's website. The web address is http://www.microsoft.com. You do not need to install IE 6 SP 1 from the CD or download it from Microsoft if it is already installed on your computer. To install IE 6 SP 1, click the Open Support Folder option from the Main Menu, and double click the Setup folder. In the IE6 SP1 Setup folder double click the CDSetup.exe file to begin the installation. Follow the prompts until the installation is complete.</p>
Getting Started	The installation process will create an icon labeled Call Report on the Windows desktop screen. Double click on the icon to start the program. The program opens to the NCUA Form 5300 Home Page. To begin data input, click on the word " <u>here</u> " in the line which reads: To start a new report, click <u>here</u> . The Start a Call Report window will appear. In the Form drop down option box, select either September 2005 5300 or September 2005 5300SF (Short Form). See the cover letter included in the 5300 Call Report package for additional information on completing the 09/30/2005 5300 or 09/30/2005 5300 SF. The Check Digit and Region information are also located in the cover letter.
Program Instructions and Help File	Included in the in the 5300 Call Report package you will find "A User's Guide to the NCUA 5300 Call Report Software" document that contains detailed instructions on the 5300 Call Report program and process. Additionally the User's Guide instructions are available within the 5300 Call Report Program Help section and on the NCUA Website at www.ncua.gov/data/5300/5300.html . To access the Help section while in the 5300 Call Report Program, click Help on the menu bar and select the Contents option.